

# TOWN OF MILTON

## Job Description

**Title:** Maintenance Tech I

**Date:** November, 2020

**Department:** Buildings & Grounds

**Reports to:** Facilities Director

### OVERVIEW OF POSITION

This is a semi-skilled position involving skilled and unskilled labor tasks and the operation of equipment required for the maintenance of sidewalks, grounds, equipment, facilities and other publicly owned property of the Town.

### ESSENTIAL JOB FUNCTIONS

(The following are illustrative of the duties and responsibilities associated with this position and are not intended to be all-inclusive.)

- Performs general landscaping maintenance; mows grass on medians, parkways, and vacant lots; seeds or sods areas which have been dug for repairs and trims tree branches.
- Snow removal from walkways to include plowing, shoveling, snow blowing, and snow melt/traction material application.
- Performs manual work such as laying out (marking) and mowing sports fields.
- Operates truck with a plow and/or spreader attachments for the removal of snow and the application of salt on Town municipal properties during inclement weather. May assist Highway department with similar clean up.
- Operates other Town equipment as required.
- Operates and maintains variety of hand held/operated power tools and vehicles used for above tasks.
- Assists with demolition, basic carpentry, painting, cleaning, and other facility maintenance tasks.
- Tracks maintenance of equipment including operating records, work records, inventory records and safety incident/accident reporting.
- May temporarily serve in the capacity of custodian.
- Other duties as assigned.

### KNOWLEDGE, SKILLS AND ABILITIES

- Must work well with others as well as independently.
- Requires knowledge of the vehicles and equipment utilized in road maintenance, construction and repair operations.
- Requires knowledge of the methods, procedures, tools and materials used in both summer and winter road maintenance and repair.
- Requires knowledge of hazards connected with both summer and winter road maintenance activities safety measures and precautions.
- Requires knowledge of landscaping and sports field maintenance.
- Requires knowledge of facility maintenance.

**EDUCATION OR FORMAL TRAINING:**

High School diploma or G.E.D desired

**EXPERIENCE:**

Minimum of one year experience in buildings and grounds upkeep (or similar job responsibilities), including equipment operation.

**PREFERRED:**

Possess a valid Vermont Class B (or above) Vehicle Commercial License (CDL)

**EQUIPMENT USED:**

The operation of equipment required for the maintenance, repair and construction of municipal property roadways, sidewalks, grounds, equipment, facilities and other publicly owned property of the Town.

Various vehicles, including pickup truck, farm tractor, mowers, as well as tools and equipment including drag blades, York rakes, chain saw, string trimmers, line striper, power saw, electrical test equipment. Depending on experience may drive dump truck, loader, etc. Also, carpet shampooer, vacuum, paint sprayer, personal computer, printer, copier and other typical office equipment.

**WORKING ENVIRONMENT AND PHYSICAL ACTIVITIES:**

Work is performed indoors and outdoors in all weather conditions. Physical labor requires bending and stooping; work on uneven ground; lifting and carrying of objects up to 50 lbs; use of both feet for repetitive movements such as operating foot controls; and use of hands for repetitive movements such as grasping of hand controls, handles, tools, etc.; exposure to moving equipment and machinery; marked changes in climate conditions; and exposure to dust, fumes and gases.

Occasionally requires squatting; crawling; climbing stairs/ladders; reaching above the shoulder level; crouching; kneeling; balancing; and carrying and lifting of objects up to 100 lbs.

The Town of Milton is an equal employment opportunity employer. All personnel transactions are based on merit and job-related qualifications without regard to race, color, sex, sexual orientation, gender identity, national origin, religion, age, veteran status, or disability status (except when any of these factors is a bona fide occupational qualification).